

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Caltrans Bridge Maintenance Supervisor	North Bay Region/Maintenance/Petaluma	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Bridge Maintenance Supervisor	904-610-6310-xxx	12/21/15

**As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.**

**GENERAL STATEMENT:**

Under general direction of an Area Superintendent a Bridge Supervisor coordinates and assigns work of employees engaged in maintenance or construction work on highways and structures. This includes bridge maintenance, fence repair, guardrail, traffic safety devices, pumping stations and other appurtenant structures and facilities on State highways. Enforces safety and health policies and procedures as contained in the Department's Injury and Illness Prevention Program (IIPP); knowledge of environmental, storm water, emergencies, natural disasters, accident prevention techniques, principles of effective supervision and safe work practices. Assist in work relating to the maintenance of bridge structures. Class C driver's license is required. (Class A drivers' license is optional) Must be able to work scheduled overtime in varying shifts and days of week. Must be able to respond to after hours call outs within a reasonable time frame.

**TYPICAL DUTIES:**

Percentages

Essential (E)/ Marginal (M)<sup>1</sup>      Job Description

**50% E** Required to make numerous daily decisions involving amounts of material, types of equipment, work hours needed, personnel required, traffic control required to meet the Levels of Service of their assigned area of responsibility. Required to modify and change work methods to solve various problems due to emergency conditions caused by highway traffic or inclement weather conditions. Completes complex written records, knowledge of computers to input crew daily work records, accident reports, lube records, mileage reports, and bridge programs. Inspect and review bridge reports for scheduled bridge repair.

**25% M** Training and development of personnel. Plan, organize and conduct safety/training programs. Prepare performance appraisals. Semi-annual equipment safety inspection, tailgate safety meetings and safety operation reviews. Respond to hazardous spills within the right of way and follow procedures of a first responder operations level.

**ADA Notice:** For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 654-6410 or TDD (916) 654-3880 or write Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

## POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

- 20% M** Maintain accountability for monthly budget estimates and reports. Computer skills to maintain the IMMS program and other relevant programs necessary for the performance of a CBMS.
- 5% M** Respond to emergencies on highways for traffic control, guard rail repair, Hazardous spills, etc.

---

<sup>1</sup>ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.  
MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

---

### SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

Direct supervision over a maintenance bridge crew or other maintenance crews. In the absence of the Area Superintendent, may be placed in charge of area crews. May be required to direct the activities of large groups that pertain to bridge work, barriers, guardrail or fence repair. For example, to respond to damage from earthquakes, fire, flood damage and major accidents.

---

### KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Must have knowledge of materials, methods, equipment, and tools used in bridge maintenance and construction; provisions of the current California Vehicle Code as it pertains to the loading and operation of motor vehicles; and rules and regulations pertaining to highway maintenance practices, including but not limited to Maintenance Manual Vol I and II, IIPP, Code of Safe Operating Practices (COSP), Understanding of BU 12 MOU, Bridge logs, Standard Specifications and Plans etc. Must have administrative abilities and be able to direct training and development for personnel in the varied types of operations involved in this assignment. Prepare and maintain records; payroll, materials, equipment, budget estimates and expenses. Maintain construction, maintenance and emergency equipment. Plan, organize, and direct the work of others. Detect unsafe conditions and practices; and plan, organize, conduct, and evaluate safety-training programs. Exercise sound public relations techniques. Analyze situations accurately and adopt an effective course of action, communicate effectively, prepare correspondence, clear and comprehensive reports. Must have administrative abilities and computer skills. Ability to work safe and work effectively alone or with others. Must be able to analyze various work situations effectively and make sound decisions.

## POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Error may expose co-workers and/or the public to possible injury or loss of life. Error may also cause an inefficient use of time and tax dollars through extra expense in the maintenance of bridges, or damage to State equipment and facilities. Error may expose the State to liability for damages to public property.

---

### PUBLIC AND INTERNAL CONTACTS

Maintain good relations with the public, Caltrans employees and employees/representatives of other government agencies. May have daily contact with other public agencies and private individuals in the course of their assignment. Contact may be with a hostile person, the employee is expected to maintain a favorable public image for the Department and the State.

---

### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The majority of this position is of an analytical nature. This employee must be able to use established methods to analyze existing work standards and develop new standards as needed. Analyze the use of employees, equipment and materials for specific bridge maintenance operations, to review costs and formulate unit cost information. Analyze field data and properly prepare reports for use by upper management. Much of this position is mentally intensive. Supervisor must be able to interact well with employees and individuals from many different cultural backgrounds. Employee must also have physical ability to react quickly to errant motorist in the field.

Note: For standing, walking and sitting, along with several other activities, typical duties are used as examples in various situations to give ranges for the activities. Generally, activities can be broken down into an analytical nature 90% of the time on a year-around basis.

**The remainder of the activity is labor intensive and includes but is not limited to the following:**

Standing, Sitting and Walking is described to equal **100%** of the work time for a given period such as a work shift. The following are various situations and percentages given to illustrate typical ranges of time spent sitting, standing and walking:

## POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

Lifting (Floor to bench to Floor) – Items listed may be any of the following but not limited to boxed files, copier paper, computers, chairs, or office equipment to 25lbs.

Another type of lifting is light pickup of hand tools, electrical tools and air hoses.

**25% Transport/Carry** – Bagged/boxed material, which may weigh 50 lbs., must be transported/carried from storage areas to equipment and from equipment to job sites, which may be on uneven terrain. Tools are carried a few feet to 100 yards and weigh a few ounces to 50 lbs. each. Tools carried may include hoses, signs, standards, flags, cones, chipping hammers, electric tools, concrete saw, etc. and may be carried on uneven terrain.

**10% Overhead reaching** – Filing and storing material in equipment. Overhead work includes pulling yourself up into many types of equipment, holding signs, signaling other workers, and throwing/loading material in equipment.

**5% Other Reaching** – Setting cones, lubing and checking equipment, shoveling, driving, using digging bar, shifting, holding signs, picking up cones; often done on a continuous basis.

**5% Pushing/Pulling** – Includes but not limited to installing bridge forms, replacing steel bridge rail, jacking and supporting bridges, shoveling, opening garage doors, hooking up trailers, pulling on air hoses, working cranks on equipment stands, tightening and loosening nuts on bolts. Installing and removing tires.

**5% Twisting** – The Supervisor may twist while driving equipment and does so on a continuous basis, especially while backing up or turning around while operating a truck. Other twisting is done while shoveling and setting down and picking up traffic cones, which weigh 10 lbs.

**5% Climbing/Balancing** –Climbing is done in/out and off/on of equipment. Up and down banks and slopes while checking and inspecting bridges.

**10% Bending/Crouching/Squatting/Crawling** – The Supervisor often bends continuously throughout the day while in the office or the field.

Simple Grasping – This activity is necessary about **90%** of the shift; climbing in/out and around equipment, operating office equipment.

Fine Manipulation – This occurs **90%** of a day and usually while writing reports or manipulating computer equipment.

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

Importance of hearing and sight – Both are essential on the job because the employee must hear directions and equipment, and must see in order to perform his/her duty safely.

Hearing should be adequate with or without hearing aid to hear warning devices used for worker safety, i.e. look out alarm devices, including vehicle horns used to warn employees of eminent danger at the work site. As per Caltrans Injury Illness Prevention Program Safety Manual.

WORK ENVIRONMENT

Supervisor can be expected to work outdoors most of the time in all types of weather, day or night. Supervisor is subject to sunburn, poison oak, snake and insect bites, loud noise, dust and chemicals. In addition, the job is in close proximity of vehicular traffic.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

Date

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

Supervisor (Print)

Supervisor (Signature)

Date